

CAREER OPPORTUNITY

POSITION #01-15-09NVB

DESIGN AND CONSTRUCTION/PROJECT MANAGER

UNITED STATES BANKRUPTCY COURT

DISTRICT OF NEVADA

Duty Station: Las Vegas, Nevada

Date of Announcement: June 22, 2001

CLOSING DATE

Open Until Filled

HOW TO APPLY

Send application to:

Attn: Human Resources Specialist

Clerk's Office, U.S. Bankruptcy Court

300 Las Vegas Boulevard South, Las Vegas, NV 89101

Phone: (702) 388-6407

Salary: CPS CL-29 Step 1 - 61, commensurate with experience and education.

Pay Rate - Salary Promotion Potential to CL 30

SALARY RANGE

Per Annum

Salary Range:	CPS CL 29 Steps 1-61	\$49,396 - \$80,279
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(Equivalent to GS 13)

The Design and Construction/Project Manager is a full-time temporary position. The position is authorized through September 30, 2004. The Design and Construction/Project Manager reports to the Unit Executive, U.S. Bankruptcy Court, for the District of Nevada and is primarily responsible for providing technical services related to planning, design, and construction of a prospectus level courthouse renovation and other major tenant alteration projects. The District of Nevada has court buildings located in both Las Vegas and Reno. The duties and responsibilities of the Design and Construction/Project Manager include, but are not limited to: oversees the design and construction process on behalf of the court for a prospectus level federal courthouse renovation and other major tenant alternation projects; reviews architectural design and construction drawings and documents, specifications, schedules, and cost estimates for compliance with general project integrity to ensure conformity and quality; monitors change orders and above standard costs; prepares and presents periodic reports on project status and/or finding requirements to Chief Judge and unit executives; attends the General Services Administration and contractors' weekly design and construction meetings and ensures the court's needs are addressed; distributes the meeting minutes to the Chief Judge and unit executives; reviews all finish samples, schedules, catalog cuts, and shop drawings; oversees furniture inventory, acquisition, and installation plans; oversees the acquisition and installation of sound systems; coordinates the data/telecommunications cabling requisition and installation with the Information Systems Manager; coordinates relocation from the existing courthouse to interim space; facilitates meetings with focus groups and conducts surveys to obtain feedback on how best to design space for end users and external customers; and designs furniture and systems workstation layouts for the court units occupying new space.

Qualifications: Bachelor's degree from an accredited institution such as a college or university, successfully completing a course of study in architecture, industrial design or engineering preferred. Current, valid and appropriate license also preferred.

Candidates must have: thorough knowledge of complex commercial building standards, principals, regulations and procedures; ability to produce architectural drawings and construction plans, review construction documents, coordinate space planning/interior design, identify and apply building safety, seismic and handicap code requirements; ability to comprehend and communicate a vast variety of technical specifications and concepts; ability to coordinate a large project with many critical details and ensure timely and cost-effective completion of the project; skill in writing technical documents, letters, meeting minutes, memorandum and contractual documents; skill in the oral presentation in English of complicated technical matters to individuals and groups of varying literacy; computer literacy in a Windows environment; and knowledge of CAD systems. Preferred: knowledge of budget projections for space and facilities and federal government bidding policies; WordPerfect and spreadsheet application literacy; and familiarity with the organization, regulations, and staffing of the General Services Administration.

Specialized Experience: Six years of technical/specialized work experience in project management preferred. This would be defined as having responsibility as the lead or senior project manager for major construction/repair projects, preferably involving seismic considerations. Knowledge of court functions and processes a plus. Prior federal courthouse construction experience preferred.

Personal Characteristics: Successful candidate should have superior analytical skills, well developed organizational and time management skills, ability to establish time schedules for completion of projects, excellent written and verbal communication skills in the English language, and the ability to work efficiently and pleasantly under pressure. The candidate should also be mature, responsible, poised, and possess tact, good judgment, and initiative. The candidate must also have the ability to work harmoniously with others.

EMPLOYEE BENEFITS: Employees can enjoy the following:

- ☐ Flexible working hours.
- ☐ Generous vacation benefits - 13 to 26 days of paid vacation per year dependent on number of years of federal service, in addition to a minimum of eleven paid national holidays.
- ☐ Great insurance benefits and pre-tax reimbursement programs (dependent care, health and commuter).
- ☐ Three-tiered retirement program which includes a Thrift Savings Plan that offers matching government funds.
- ☐ Progressive and innovative working atmosphere.

Employees of the United States Bankruptcy Court are "AT WILL" judicial employees, and as such, can be terminated with or without cause by the Court. Federal Government Civil Service classification or regulations do not apply to U.S. Bankruptcy Court employees. The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. All applicant information is subject to verification. The final candidate will be subject to a background investigation with law enforcement agencies. Travel expenses for interview will not be paid. All new employees of the U.S. Courts must identify a financial institution for direct deposit of pay before appointment.

Contact the Human Resources Department for more information and/or a copy of the job description at (702) 388-6407 or at "www.nvb.uscourts.gov". Application must be submitted with an original signature.

The United States Bankruptcy Court Is An Equal Opportunity Employer

United States Bankruptcy Court
District of Nevada
Office of the Clerk

APPLICATION FOR EMPLOYMENT

Type or print all information. If your application does not provide all information requested on this form and in the job vacancy announcement, you may lose consideration for a job.

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1. Job Title and/or Vacancy Announcement Number:
Design and Construction/Project Manager (Duty Station: Las Vegas) 01-15-09NVB
2. Lowest Pay Acceptable: _____
- 2a Type of Work Desired: () Full Time () Part Time
() Excepted () Temporary
3. Name:
Last _____ First _____ Middle _____
4. Other Names Used: (e.g.: maiden name, nickname, former name): _____
5. Place of birth: City _____ State _____ Country _____
- 5a Driver's License No. _____ Social Security No. _____
6. Are you at least eighteen years old? Yes _____ No _____
7. Mailing Address: Street: _____
City/State/Zip: _____
8. Phone Numbers (include area code)
Daytime: _____ Evening: _____
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APPLICANT CERTIFICATION:

I certify that, to the best of my knowledge and belief, all of the information on this application, including any attached application materials, is true, correct, complete, and made in good faith. I understand and agree that any misstatement or omission of material fact, or a false or fraudulent answer to any part of this application, may cause forfeiture on my part to all rights to employment by the United States Courts. I understand that any information I give may be investigated. I hereby further certify that I understand that any employment with the United States Courts is AT WILL and subject to termination by the court.

Signature: _____ Date Signed: _____